

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment"

Position Title: Alcohol Beverage Education Specialist
Position Number: 58105203
Division: Liquor Control
Band/Salary: 6/\$15.36 - \$18.24/hr DOQ
Status: Permanent / Full Time
City: Helena
Union: No
Supplement: Yes
Closing Date: February 6, 2008

The Department of Revenue is looking for an energetic and enthusiastic individual who enjoys working in a fast-paced environment. To perform successfully as an Alcohol Beverage Education Specialist, you must be self-motivated and have the ability to work both independently and as part of a team. You must possess a strong work ethic and a positive attitude. This position requires the ability to communicate the laws and regulations effectively and respectfully with the public, stakeholders and co-workers. If you have the ability to collaborate with others, to achieve public outreach goals and objectives and prioritize educational issues, we encourage you to apply.

The primary function for this position is to develop, create, implement, and present training and training material for the Liquor Control Division. Manage effective educational and outreach programs. Educate the public on alcohol awareness programs and educate licensees and agency liquor store owners on requirements of the law and changes to increase knowledge and compliance. Attend community meetings and act as a liaison to the division. This position will require periodic travel and a valid driver's license is required.

This position is responsible to research, update, and develop training courses, including lesson plans, trainer's manuals, student guides, and course presentation materials including statewide responsible alcohol sales and service. Work with external groups and other agencies' personnel on a collaborated effort to educate the public, licensees, and other stakeholders. Coordinating focus groups with community partners and public to implement a strategic alcohol education program targeted to the identified needs. Develop outreach programs and materials to educate the community including billboards, fliers, catchy slogans and advertisements.

Develop educational material regarding the requirements of the law for licensees and agency liquor stores (determine best vehicle to educate); research, write and apply for grants as necessary; collect and summarize training data into statistical reports and attend local and statewide training network meetings.

The knowledge, skills, and abilities needed to effectively perform the job duties include demonstrated ability to provide timely and effective written, oral, and interpersonal communication; demonstrated presentation skills; ability to develop a comprehensive education plan; demonstrated ability to think creatively and recommend innovative solutions. Demonstrated ability to proactively focus efforts and energy on successfully attaining goals and objectives, assuming accountability for decisions, actions, and results and follow issues through to completion; demonstrated knowledge and skill of word processing, spreadsheet, database, and software applications/programs relative to the job position (Microsoft PowerPoint, Microsoft Publishing); and demonstrated ability to consistently communicate rules, policies, and procedures.

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to a Bachelor's Degree in Education, Communication, or related field and three years of experience including primary responsibility for the original development of classes with presentation materials. Applicants may have additional related experience that may substitute for these requirements and will be evaluated on an individual basis.

The State offers great benefits to its employees including three weeks paid vacation, sick leave, medical, dental, and life insurance, and a retirement plan. Optional programs available include vision coverage, disability insurance, and a deferred compensation plan. The department also makes additional training

opportunities available to all employees. This is a great career opportunity.

A typical average compensation package for an average salary of \$30,000/ yr is:

Wages:	\$30,000.00
Benefits:	\$ 7,080.00
Retirement:	\$ 2,070.00

Total Average Wage Package \$39,150.00

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at www.mt.gov/revenue. Phone: (406) 444-9858 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at www.mt.gov/revenue.
2. Supplemental questions.
3. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Training Assignment: If applicants for this position do not meet the minimum qualifications, a training assignment may be used.

Background Examination: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Compliance with All Appropriate Montana Tax Laws: Specifically, your tax status must be current.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service

showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.

**Department of Revenue
Supplement Questions**

Position Number: 58105203

Position Title: Alcohol Beverage Education Specialist

Application Deadline: February 6, 2008

Instructions: Please complete the following supplement questions. Please put your name and the position number for which you are applying on the top of each page. Your responses must be printed clearly or typed on standard paper. Your responses may be used to evaluate your written communication skills. Your supplement answers may be reviewed separately from other selection material required (application and/or resume).

1. Explain two projects you have developed and implemented. What steps did you take in the process?
2. Explain your background and education in the area of public outreach.
3. Describe your experience with communicating laws and regulations.